

Handout - House Training Your PC

Note about dialog boxes. Click 'OK' or 'Save' will save the changes and then close that dialog screen. Clicking 'Apply' also saves the changes however it leaves the dialog screen open so you can make further changes. 'Cancel' simply closes the screen without any changes.

User has problems with:	Suggestions	Windows 7 - How
Keeping track of the mouse cursor movements or its location on the screen	Adjust the mouse cursor speed	<ul style="list-style-type: none"> Start → Control Panel → Mouse, Pointer Options tab Reduce the pointer speed. Move the mouse to test. Ensure 'Enhance pointer precision' is ticked
	Change the size of the mouse cursor	<ul style="list-style-type: none"> Start → Control Panel → Mouse, Pointers tab Scheme dropdown, select Windows Standard (extra large) or try other schemes Ensure 'Enable pointer shadow' is ticked
	Turn on mouse pointer trails	<ul style="list-style-type: none"> Start → Control Panel → Mouse, Pointer Options tab In the 'Visibility' area, tick 'Display Pointer trails' and adjust the slider. Test by moving the mouse. Try ticking 'Show location of pointer when I press CTRL key. Test
Arthritis or stiff joints makes it difficult to double click	Adjust the mouse double click speed	<ul style="list-style-type: none"> Start → Control Panel → Mouse, Buttons tab Adjust the slider in the 'Double Click Speed' section. Test by double clicking and observing the adjacent folder icon. You can make it fully slow and it doesn't impact elsewhere. Note the option for left handed people
	Get the senior to try other methods such as:	<ul style="list-style-type: none"> Single click the icon, then push the Enter key Right click the icon and select Open Position the cursor then use the touchpads left mouse button
When typing, the cursor suddenly jumps elsewhere. One cause can be the user brushing the touchpad when typing.	Disable the touchpad whenever a mouse is plugged in.	Not on all computers. Is on our cheap HP laptops
	Disable the touchpad temporarily	<ul style="list-style-type: none"> This can be a key combination such as Fn + F9 or Fn + F5 or it can be a Fn key without having to hold down the Fn key. Gotta love consistency!! The text colour on the Fn key gives a clue if it needs to be held down. Or it can be a defined button. This maybe near or part of the trackpad. Or it may be along the top row of buttons.
When using the touchpad, things get accidentally deleted or selected or operated. Or 'strange things' happen when using	Disable Touchpad tapping (For the experienced touchpad user, tapping is very useful. However for a new starter it can be very frustrating.)	<ul style="list-style-type: none"> Start → Control Panel → Mouse, Device Settings tab (or there may be a separate program under All Programs) In Devices, select the touchpad and click Settings Click the 'Tapping' section Clear the tick for 'Enable Tapping'

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User has problems with:	Suggestions	Windows 7 - How
the touchpad. NOTE: The steps shown relate to a Synaptics touch pad. Yours may well be different steps however they will be similar methods to get at them. Investigate all settings as there may well be more than mentioned here.	Adjust the touchpad sensitivity	<ul style="list-style-type: none"> Start → Control Panel → Mouse, Device Settings tab (or there may be a separate program under All Programs) In Devices, select the touchpad and click Settings Adjust the touch slider in the Pointing → Sensitivity → Touch Sensitivity section.
	Touchpads often have scrolling features on the right and bottom edges. Some can also have 'hotspots' to do certain actions. These are great when explained but can be very confusing to new users.	<ul style="list-style-type: none"> Start → Control Panel → Mouse, Device Settings tab In Devices, select the touchpad and click Settings Scrolling → tick boxes for horizontal / vertical scrolling Turn off edge motion. Pointing → Edge Motion Or adjust the sliders or area in the Pointing → Edge Motion → Region.
Holding down the left mouse button whilst moving the mouse	Turn on click lock. Lets you highlight or drag without holding the LMB. Click once to set, move, and then click again to release.	<ul style="list-style-type: none"> Start → Control Panel → Mouse, Activities tab Tick ClickLock. (Must click OK or Apply) Settings allows the time to hold down
The text insertion point cursor (flashing vertical bar) is difficult to see	Change the insertion point flashing speed	<ul style="list-style-type: none"> Start → Control Panel → Keyboard, Speed tab Adjust slider in the 'cursor blink rate' section.
	Change the width of the text cursor (also called 'insertion point' cursor or 'flashing bar'). Note: Be thankful they didn't make these settings even harder to find!!	<ul style="list-style-type: none"> Start → Control Panel → Ease of Access Centre Click 'Make the computer easier to see' Scroll down to 'Set the thickness of the blinking cursor' and change its setting Have a look around at many other settings in this area.
Knowing they have operated the Caps Lock, Num Lock or Scroll Lock keys.	<ul style="list-style-type: none"> Point out the indication varies from computer to computer. Consider using Toggle Keys so there is a beep whenever the Caps Lock, Num Lock or Scroll Lock keys are turned on or off. 	<ul style="list-style-type: none"> Some have a light on the keyboard, some in the Caps Lock key, some have only brief indication on screen. Start → All Programs → Accessories → Ease of Access Centre (also listed under Control Panel) Click 'Make it easier to focus on tasks' (bottom of screen) Tick 'Turn on toggle keys' Note how holding NUM LOCK for 5 secs will also do. Note other settings.
Keyboard characters are repeating when typing.	Change the character repeat delay and rate settings	<ul style="list-style-type: none"> Start → Control Panel → Keyboard, Speed tab Adjust sliders in the Character repeat section Test in the area below them.
Difficulty reading items on the screen	Check the screen resolution. LCD screens have an 'optimum' resolution. It is usually the maximum setting, however I have found some netbooks that prefer a lower 'recommended' resolution.	<ul style="list-style-type: none"> Start → Control Panel → Display Select 'Adjust resolution' Adjust the resolution to the recommended setting (usually the maximum setting)

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User has problems with:	Suggestions	Windows 7 - How
	Increase the Icon and text size so they are easier on the eyes	<ul style="list-style-type: none"> Start → Control Panel → Display Select Medium 125%
	Turn on and tune ClearType. This is a font type especially created to suit LCD type screens.	<ul style="list-style-type: none"> Start → Control Panel → Display Select 'Adjust ClearType text' Tick to turn on, then 'Next' to use the tuning wizard
	Adjust the default screen brightness. <u>Note:</u> Screen brightness can usually be temporarily altered by keyboard controls. (Dell N5010 - F4/F5 keys) <u>Note:</u> On recent PC's, Fn key behaviour is reversed. To use say F4 you need to hold down the Fn key and tap F4. Is changeable in the BIOS	<ul style="list-style-type: none"> Start → Control Panel → Power Options Locate the current power plan being used and then click 'Change plan settings' Adjust the plan brightness when operating plugged in or on battery. While you're there, check out the other settings as to when the display dims, turns off etc. Or get courageous and click 'Change advanced power settings' and check items there.
	High Contrast theme	<ul style="list-style-type: none"> Start → Control Panel → Personalization Scroll down and locate Basic and High Contrast Themes
	Magnifier	<ul style="list-style-type: none"> Start → All Programs → Accessories → Ease of Access; Select Magnifier OR type 'magnifier' or 'mag*' in the Start menu Search Box Note you need to play with settings and the 3 different views. Also note the hot keys Ctrl+Alt+F, D or L (Full screen, Docked, Lens) Windows key +Esc key will exit magnifier. <p><u>Tip 1:</u> Right Click the magnifier icon and you can pin a shortcut to the start menu; the taskbar or send one to the Desktop.</p> <p><u>Tip 2:</u> Right click and select 'Properties'. Then add your own key combination to quickly start magnifier eg Ctrl+Alt+M</p>
	A larger monitor, even an LCD TV	<ul style="list-style-type: none"> Nearly all laptops can drive a second monitor. One can duplicate the laptop screen or extend the desktop. You can also connect it to a large LCD or plasma. Extension cables on Ebay – eg 3meter VGA or HDMI \$7
	Cheap reading glasses, Chemists, Reject shop etc	<ul style="list-style-type: none"> Assumes no other eye problems and both eyes the same strength. I recommend people try each strength on. The correct strength is where items are in focus at arm's length. Don't use this just to avoid free yearly eye checks. Checks are important

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User has problems with:	Suggestions	Windows 7 - How
Computer is very slow	RAM memory is cheap and easy to add 4GB \$40;	<ul style="list-style-type: none"> • Right click on Computer, select Properties • 1 GB slow; 2GB quicker; 4GB nice; 8GB great; 16GB – you have an ‘ugly excess cash’ problem! • Install SIW or Speccy to list what type of RAM and spare slots • www.majorgeeks.com/files/details/siw_(system_info).html • www.piriform.com/speccy • Google how to install ram laptop/desktop. Plenty on YouTube.
	Check what is auto starting	<ul style="list-style-type: none"> • Install ccleaner http://www.piriform.com/ccleaner • Run ccleaner. Click Tools tab, then the Startup button • Check each of the ‘sub tabs’ for Windows, browsers and Scheduled Tasks • You can safely disable items; reboot the PC and see the impact
	Turn off bells and whistles	<ul style="list-style-type: none"> • Right Click Computer → Properties → Performance Information and Tools • Click Adjust visual effects. Turn off items, Aero, transparent glass
	Uninstall programs that promise miracle speedups, faster internet browsing etc.	<ul style="list-style-type: none"> • Just Google for the name of the product followed by ‘review’ eg ‘DriverPro review’ Also search Gizmos site for that product
	Defrag and optimize	<ul style="list-style-type: none"> • Auslogics Defrag & Optimize say every 6-12 months • www.auslogics.com/en/software/disk-defrag/
	Check for virus and malware. Chances of these can be minimized by: <ul style="list-style-type: none"> • only visiting safe sites • only downloading from safe sites • ONE functional antivirus and firewall • install a site rating system • do a periodic full scan for malware 	<ul style="list-style-type: none"> • Antivirus – plenty of free ones. Check Gizmos site at www.techsupportalert.com/best-free-anti-virus-software.htm • Same for malware – plenty of free ones listed at www.techsupportalert.com/best-free-spyware-and-adware-remover.htm • I use Microsoft Security Essentials or AVG Free for antivirus and the firewall that comes free with Windows • I use MalwareBytes Free. Just make sure that, on the last install screen, you untick ‘install trial version of Pro’. • I use the browser add in WOT (Web of Trust) www.mywot.com/ • AVG safe search also good
	Keep Windows and other systems fully updated	<ul style="list-style-type: none"> • Start → Control Panel → Windows Update • Others to keep up to date are Java; Flash; Adobe products; Apple products, AVG, any software you have installed on your PC. • Drivers up to date. Check the laptop manufactures website for support.

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User has problems with:	Suggestions	Windows 7 - How
Pesky Extra Toolbars in Internet browsers, eg Ask toolbar, Yahoo, Bing, Google, Snap.Do etc.	If you don't use them then at least hide them. Better still, delete them. Besides taking up valuable screen 'real estate' many slow the browser starting up.	<ul style="list-style-type: none"> Start → Control Panel → Programs and Features Locate the toolbar, right click and select Uninstall Or use ccleaner: <ul style="list-style-type: none"> Tools, Uninstall button. Also the Startup button and then the tab for the relevant browser <p>In Google Chrome:</p> <ul style="list-style-type: none"> Click the Customize and Control symbol, top-right corner of Chrome Click Settings to open the settings page Select Extensions tab on left side of page Untick Enabled or click the trash can opposite the toolbar to be deleted <p>In Internet Explorer you can easily hide / show the relevant toolbar:</p> <ul style="list-style-type: none"> Right click in the very top grey area of the IE window Select / deselect the relevant toolbar
Search engine has been changed to Ask or AVG or similar	Reset the browser back to a more standard search engine like Google or Bing. Many of these 'other' search engines simply use Google to do the searching but then add more adverts to the search results.	<p>In Google Chrome:</p> <ul style="list-style-type: none"> Click the Customize and Control symbol, top-right corner of Chrome Click Settings to open the settings page In the Search setting, click the 'Manage Search Engines' button Hover over the required search engine then click the 'Default' button <p>In Internet Explorer</p> <ul style="list-style-type: none"> Click 'Tools' menu on the Menubar (to show the menubar right click the very top band of Internet Explorer) Click 'Manage Add Ons' then 'Search Providers' on the left side panel Right click the required search engine and select 'Set asDefault', or 'Remove'. You can also change the list order.
Browser Home Page has been changed	Reset to a standard one. The fastest to load and simplest is the Google search page. Many others are very slow as they load heaps of adverts, graphics and other links.	<p>In Internet Explorer</p> <ul style="list-style-type: none"> Open the page you want to be the Home one Click the cog shaped 'Tools' button (top right corner) Click 'Internet Options' On the General tab, Home Page section, click 'Use current'. Click OK.

Always remember, when you can't figure something out - don't put up with it, **Google It!**